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ORD-4518-68

18 July 1968

MEMORANDUM FOR: Director of Research and Development
THROUGH: Special Panel, CSP
SUBJECT: ^{25X1A9a} Recommendation for Promotion -
[REDACTED]
GS-5 to GS-6

1. It ^{25X1A9a} is recommended that arrangements go forward to promote [REDACTED] the Analysis Division secretarial staff, from a GS-5 to a GS-6.
^{25X1A9a}

2. [REDACTED] has served as the senior secretary for the Analysis Division since April 1968, and in this capacity has performed her duties in a very excellent manner. In a period of rapid expansion and a changing staff situation and often under overload conditions, she has worked hard and has responded well and cheerfully to many and varying demands placed upon her. The quality of her work has continued to be consistent and excellent. She has been especially helpful in managing the distribution of the heavy secretarial load and in promoting a cooperative effort in our secretarial staff.

3. Because of the level of her responsibilities, because of her continuing excellent performance, we recommend that promotion action go forward as soon as possible to advance [REDACTED] to a grade level of GS-6.

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[REDACTED]
Chief, Analysis
ORD/DD/S&T

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GROUP 1
Excluded from automatic
downgrading and
declassification

EYES ONLY

approved

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SUBJECT: Recommendation for Promotion -

25X1A9a GS-5 to GS-6

RECOMMEND APPROVAL:

Date: _____

Chairman, Special Panel, CSP

APPROVAL:

Date: _____

**Director
of
Research and Development**

Distribution:

Orig. & 1 - Addressee
1 - Chairman, Special Panel
1 - AO/ORD
1 - C/An/ORD

An/ORD/DD/S&T: [REDACTED] ss:2143

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